

## INSTRUCTIONS TO PRINCIPALS 2005 UTAH ARBOR DAY POSTER CONTEST

- I. Designate an individual to be the school Arbor Day Poster Contest Coordinator. This person will be the contact between the Utah Arbor Day Committee and your school. This person will:
  - A. Distribute information to teachers about the poster contest
  - B. Distribute Arbor Day Curriculum materials when received in February
  - C. Coordinate school poster entries to Utah Arbor Day Poster Contest.
- II. Fill out and return the Registration Form by **February 4, 2005**.
- III. Hold a poster contest at the school. See brochure or website for details and requirements.
  - A. Conduct and coordinate the school's poster contest
  - B. Assure posters are completed before **March 11, 2005**
  - C. Have a school-level judging selecting the best in each grade
  - D. Send the school's winning posters (**one** per grade) to the Arbor Day Committee by **March 18, 2005** by 5:00 p.m.
- IV. Celebrate Arbor Day!

## CALENDAR AND DEADLINES

<b>February 4, 2005</b>	<b>Registration Deadline.</b> Teacher guides and poster contest information will not be sent to unregistered schools.
<b>February 14, 2005</b>	Teacher guides and poster contest information will be mailed to Arbor Day Coordinators.
<b>March 18, 2005</b>	<b>Poster Entry Deadline.</b> Posters must be received by the Utah Arbor Day Committee, at the Division of Forestry, Fire and State Lands office in Salt Lake City by 5:00 p.m.
<b>April 29, 2005</b>	<b>Arbor Day!</b> State Arbor Day Ceremony and recognition of state winners at Red Butte Garden, Salt Lake City, Utah